

**Agenda**  
**Seventeenth Regular or Special Meeting**  
**of the Twenty-Ninth Town Council of Highland**  
**Regular Meeting of Monday, August 24, 2020 at 6:30 p.m.**  
 Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code  
 This meeting will be convened as an electronic meeting, pursuant to Governor  
 Holcomb's Executive Orders, 20-04, 20-09, 20-25 and extended by Executive  
 Order 20-38, allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the  
 duration of the emergency, through to September 3.

People may observe and record the meeting for live streaming by joining the meeting on the Zoom platform <https://zoom.us/j/93784457795?pwd=VHhrY3l3RXJjN1JXaE1DazhCM2NwZz09>. Further, persons wishing to offer comment in the meeting may access the electronic meeting by using the preceding and adding the password for Meeting ID 937 8445 7795, password (code): 607692.

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**Opening Ceremony:**

**Prayer:** Roger Sheeman

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**Pledge of Allegiance:** Roger Sheeman

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**Roll Call:** Bernie Zemen



Mark A. Herak

Mark J. Schocke

**A GREAT PLACE  
TO CALL HOME**

Thomas (Tom) Black

Roger Sheeman

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**Minutes of Previous Session:** Minutes of the Regular Meeting of 10 August 2020.

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**COMMENTS FROM THE PUBLIC or VISITORS** This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council regarding matters on the agenda. Persons addressing the Town Council are requested to limit their presentations to **two (2) minutes** and encouraged to avoid repetitious comments.

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**Communications:** 1. Communication from the *Highland Census Complete Count Committee* regarding the status of its Implementation of the Action Plan for the August 24, 2020 Meeting.

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**Appointments:** (Appointments have been placed on agenda in case there is readiness to act)  
*Legislative Appointments*

Home Rule Commissions

**1. Community Events Commission:**

(1) Appointment to be made by the Town Council. **Term: 4 years.** (Note: *vacancy of which term expires January 2022*)

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*The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.*

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**Unfinished  
Business &  
General Orders:**

1. **Resolution No. 2020-41:** A Resolution Approving an Interlocal Cooperation Agreement between the Incorporated Town of Highland and the School Town of Highland for the Utilization of School Resource Officer Program Services.
2. **Resolution No. 2020-42:** An Exigent Resolution Providing For The Transfer Of Appropriation Balances From And Among Major Budget Classifications In The Public Safety Local Income Tax Fund As Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To I.C. 6-1.1-18-6.
3. **Works Board Order No. 2020-40:** An Order Approving and Authorizing the Metropolitan Police Chief to enter into a purchase agreement with Vigilant Solutions, LLC, through the State of California to purchase Intersection Hi-Def Video Camera system equipment and accessories, and finding it a Special Purchase pursuant to I.C. 5-22 and Section 3.05 of the Highland Municipal Code.
4. **Commendation Letter for Day Off and Signature Authorization.** Action to approve Letter of Commendation for Exemplary Public service leading to the award of a single paid day off for several workers in the **Metropolitan Police Department.** Pursuant to **Section 4.13** of the Compensation and Benefits Ordinance, for the day off to be effective requires the approval of the board of jurisdiction and the Town Council. *The Town Board of Metropolitan Police Commissioners has granted preliminary approval to a letter of commendation regarding Detective Lee Natelborg who enlisted the Cold case team to resolve an older case from being treated as homicide to an accidental death.*  
  
Action should include approval for the members of the Town Council to sign the letter of commendation.
5. **Instruction to the Community Events Commission regarding the possible Special Event for Fall in the Town of Highland.** *At its meetings convened on August 10 and August 17, 2020, the Town Council received a briefing on a possible special event, its status and the current Governor's staging in consequence of the COVID 19 Pandemic.*
6. **Scheduling Plan Commission Docket No. 2020-01.** An amendment to the zoning map involving property located between Kleinman Avenue and Cline Avenue, commonly known as the Scheeringa Farm. *The subject property is currently zoned R-1A Single Family (Large Lot) Residential District and petitioner seeks rezoning to R-3 PUD Planned Unit Development District, designation. The Municipal Plan Commission determined a **favorable recommendation**, by a vote of six (6) in favor, none opposed at its meeting July 15, 2020. • The Plan Commission's findings of fact were memorialized from the July 15, 2020 hearing and were officially adopted at its meeting of August 19, 2020. The matter was certified to the Town Council for its consideration and action, received in the Office of the Town Clerk-Treasurer, August 20, 2020.*

*Indiana law states that the legislative body shall act on the matter within 90 days of its certification, and it further provides that "at the first regular meeting of the legislative body after the proposal is certified or at any subsequent meeting within the 90 day period, the legislative body may adopt or reject the proposal." Ninety days tolls on November 17, 2020. The Town Council should set the date for this matter to be taken up by the Town Council at meeting before November 17, 2020.*

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7. **Meeting.** Cancellation of Study Session of September 7, 2020 owing to Labor Day, pursuant to HMC Section 2.05.130(D).
  8. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of **\$3,915.00** in the **Gaming Revenue Sharing Fund** and in the amount of **\$15,677.00** in the **Public Safety Local Income Tax Fund**.
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**NEW BUSINESS**

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**Comments or Remarks from the Town Council: (Good of the Order)**

**Councilor Bernie Zemen**

**Councilor Mark Herak**

**Councilor Thomas Black**

**Councilor Roger Sheeman**

**Councilor Mark Schocke**

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**COMMENTS FROM THE PUBLIC or VISITORS**

This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council. Depending on the nature of the comments, the Town Council may direct the staff to address the topic or follow-up on matters that may arise from public comments. If necessary, the matter may be set for action at a future meeting. Persons addressing the Town Council are requested to limit their presentations to **two (2) minutes** and encouraged to avoid repetitious comments.

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**ACTION TO PAY Accounts Payable Vouchers**

- Accounts payable vouchers August 11, 2020 to August 24, 2020 in the amount of **\$500,184.23**.
- Payroll Dockets for the payday of July 31, 2020 in the amount of **\$333,864.49** and the payday of August 14, 2020 in the amount of **\$220,463.95**.

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**ADJOURNMENT**

The Town Council may meet in study session immediately following the Regular Meeting.  
*Posted pursuant to IC 5-14-1.5-4(a)*

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**Enrolled Minutes of the Sixteenth Regular or Special Meeting  
For the Twenty-Ninth Highland Town Council  
Regular Plenary Meeting (Electronic)  
Monday, August 10, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, August 10, 2020 at 6:38 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

This meeting was convened as an *electronic meeting*, pursuant to Governor Holcomb's Executive Order 20-04 and 20-09, an extended by Executive Order 20-38, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 public health emergency. All persons met remotely on a Zoom platform that allowed for real time interaction, and supported the public's ability to observe and record the proceedings. When the agenda item provided for public comment, this was supported as well. Councilor Herak, while not required under the Governor's orders, was present on the premises of the plenary meeting room.

Pursuant to HMC Section 2.05.130(A)(2), the Town Council considered and reviewed the agenda in an informal proceeding.

The Town Council President, Mark J. Schocke presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Thomas Black offering a prayer and then leading in the Pledge of Allegiance to the Flag of the United States of America.

**Roll Call:** Present on roll call were Councilors Bernie Zemen, Mark Herak, Mark J. Schocke, Thomas Black and Roger Sheeman. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Additional Officials Present:** (all electronically) John P. Reed, Town Attorney; Mark Knesek, Public Works Director; Pete Hojnicky, Police Chief; William R. Timmer, Jr., CFOD, Fire Chief; David Byers, CPRP, Director of Recreation; Kathy DeGuilio-Fox, Redevelopment Director; and Kenneth J. Mika, Building Commissioner, were present.

*Also present:* Larry Kondrat (electronically) of the Board of Waterworks Directors; Jon Breslin, Liz Breslin and Jacqui Herrera of the Community Events Commission; Robyn Bradford, Redevelopment Commission; and Ed Dabrowski IT (Contract) Director (electronically) were also present.

**Minutes of the Previous Meeting:** The minutes of the regular meeting of July 27, 2020 was submitted for consideration. Councilor Zemen moved the approval of the minutes. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The minutes of 27 July 2020 were approved.

**Special Orders:**

1. **Consideration of Proposed Additional Appropriations:** (Non-controlled funds): Proposed Additional Appropriations in Excess of the 2020 Budget for the **Public Safety Local Income Tax Fund** in the amount of \$109,890.00 and in the Community Crossings Grant Fund, in the amount of **\$1,792,656.00**.
  - (a) Attorney verification of Proofs of Publication: The TIMES 30 July 2020. The Town Attorney indicated that the proofs complied with the law.
  - (b) **Public Hearing.** The Town Council President called the hearing to order. There were no comments. The President closed the hearing.

- (c) Action on **Appropriation Enactment No. 2020-39**: An Enactment Appropriating Additional Moneys in Excess of the Annual Budgets for the Community Crossings Grant Fund and the Public Safety Local Income Tax Fund, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Herak introduced and moved consideration of Enactment No. 2020-39 at the same meeting of introduction. Councilor Sheeman seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of introduction.

Councilor Herak moved passage and adoption of Enactment No. 2020-39 at the same meeting of introduction. Councilor Sheeman seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of introduction.

**Town of Highland  
Appropriation Enactment  
Enactment No. 2020-39**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGETS for the COMMUNITY CROSSINGS GRANT FUND AND THE PUBLIC SAFETY LOCAL INCOME TAX FUND, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Community Crossings Grant Fund** and the **Public Safety Local Income Tax Fund**;

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levies set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Community Crossings Grant Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

COMMUNITY CROSSINGS GRANT FUND

<b>Increase:</b>	
Account No. 104-0000-44080 CCMG Projects 2020:	\$ 1,592,656.00
Account No. 104-0000-49999 Contingency (Locally Funded)	<u>\$ 200,000.00</u>
<b>Total Series:</b>	<b>\$ 1,792,656.00</b>
<b>Total for the Fund:</b>	<b>\$ 1,792,656.00</b>

**Section 2.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Public Safety Local Income Tax Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

PUBLIC SAFETY LOCAL INCOME TAX (LIT) FUND

<b>Increase:</b>	
Account No. 249-0000-29000 PPE & COVID SUPPLIES:	<u>\$ 85,000.00</u>
<b>Total Series:</b>	<b>\$ 85,000.00</b>
Account No. 091-0000-43000 EQUIPMENT FIRE SUPPRESSION:	\$ 19,890.00
<b>Total Series:</b>	<b>\$ 19,890.00</b>
<b>Total for the Fund:</b>	<b>\$ 109,890.00</b>

**Section 3.** That the Clerk-Treasurer is hereby authorized and instructed to inform the Department of Local Government Finance of this action and that these monies be made available for expenditure pursuant to I.C. 6-1.1-18.

**Section 4.** That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 10<sup>th</sup> Day of August 2020. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 10<sup>th</sup> Day of August 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

/s/ Mark J. Schocke, President (IC 36-5-2-10)

ATTEST:

/s Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

### Public Comments on Agenda Items:

There were no comments.

### Communications:

1. The letter and report from the Complete Count Committee of the Town of Highland for the meeting of August 10, 2020 was acknowledged.

#### HIGHLAND 2020 CENSUS COMPLETE COUNT COMMITTEE Town Council Staff Report- August 10<sup>th</sup> Meeting

Current activities include the following: Social media posts and "Shares" by other Department's social media outlets; Census flyers being distributed through the Highland Library; and, message on August waterbill and Census content in August's Gazebo Express.

The US Census Bureau has begun their in-person visits to Lake County households that have not responded. To avoid an in-person visit, Highland residents should self-respond immediately, if they have not already done so by going to [2020census.gov](https://2020census.gov) to respond online; respond by phone by calling 844-330-2020; and, residents who have not already responded can fill out and mail in paper questionnaires.

Highland residents should be aware, as it pertains to Census in-house visits, of the following:

- The visits are being conducted by US Census Bureau personnel, NOT the Town of Highland.
- Census personnel will be wearing masks and other necessary PPE and will be trained in proper COVID-19 safety protocols.
- They will have a valid ID badge with their photograph, a U.S. Department of Commerce watermark, and an expiration date and they may also carry Census Bureau bags and other equipment with the Census Bureau logo.
- If no one is home when the census taker visits, the census taker will leave a notice of their visit with information about how to respond online, by phone or by mail.
- If the census taker who visits your home does not speak your language, you may request a return visit from a census taker who does speak your language.
- Highland residents are required by federal law to participate in the Census.

Also, this week the Census Bureau announced that it will be concluding response gathering one month earlier than previously announced. In-person visits and self-responses will now end on September 30<sup>th</sup>, rather than October 31<sup>st</sup> as previously scheduled. With much of the country under their 2010 self-response rate levels due to COVID-19, moving up the end date by a month, has the potential for significant under counts to be locked in for the next ten years.

As for Highland's self-response rate, the Bureau's final mailing and publicity surrounding the beginning of in-person visits, has resulted in an uptick in Highland's self-response rate to date. Currently, we are outperforming 2010 self-response rates in four of Highland's six census tracts. In addition, a fifth census tract is within less than 1 % of its 2010 level, and the response rate for the town as a whole is 1.1% from 2010.

As of statistics obtained today (August 7th), a 2010/ 2020 comparison of self-response rates to date, shows as follows:

Entire Town- 2010 Final Self-Response Rate- 80.6 %  
2020 To Date- 79.5% (-1.1%)

#405.01- 2010 Final Self-Response Rate - 74.4%  
2020 To Date- 65.7% (-8.7%)

#405.02- 2010 Final Self-Response Rate - 80.5%  
2020 To Date- 79.9% (-0.6%)

#406- 2010 Final Self-Response Rate - 77.3%  
2020 To Date- 78.9% (+1.6%)

#407- 2010 Final Self-Response Rate - 83.7%  
2020 To Date- 85.3% (+1.6%)

#408.01- 2010 Final Self-Response Rate - 84.2%  
2020 To Date- 85.2% (+1.0%)

#408.02- 2010 Final Self-Response Rate - 83.7%  
2020 To Date- 84.5% (+0.8%)

The census tract map included shows the two remaining census tracts, #405.01 and 405.02, that have not outperformed their 2010 self-response rate.

As of today, Highland's response rate is currently tied for 22nd best, out Indiana's 566 cities and towns. Indiana is currently tied for 11th best in the country.

Respectfully submitted,  
Lance Ryskamp- Co-Chair

**Staff Reports:** The following staff reports were received and filed.

- **Building & Inspection Report for July 2020**

Permit Type	Number	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	1	0	1	\$488,000.00	\$7,530.00
Commercial Additions or Remodeling:	3	0	3	\$183,000.00	\$3,454.50
Signs:	2	0	2	\$2,925.00	\$450.00
Single Family:	0	0	0	\$0.00	\$0.00
Duplex/Condo:	0	0	0	\$0.00	\$0.00
Residential Additions:	0	0	0	\$0.00	\$0.00
Residential Remodeling:	104	104	0	\$763,009.00	\$20,024.00
Garages:	0	0	0	\$0.00	\$0.00
Sheds:	3	3	0	\$8,834.00	\$709.50
Decks & Porches:	14	14	0	\$48,580.00	\$3,507.50
Fences:	28	28	0	\$93,526.00	\$4,204.00
Swimming Pools:	3	3	0		\$324.00
DrainTile/ Waterproofing:	7	7	0	\$67,204.00	\$1,638.00
Miscellaneous	22	22	0	\$119,456.00	\$4,840.00
<b>TOTAL:</b>	<b>187</b>	<b>181</b>	<b>6</b>	<b>\$1,774,534.00</b>	<b>\$46,681.50</b>
<b>Electrical Permits</b>	17	17	0		\$2,012.00
<b>Mechanical Permits</b>	24	21	3		\$2,837.00
<b>Plumbing Permits</b>	12	11	1		\$1,788.10
<b>Water Meters</b>	0	0	0		\$0.00
<b>Water Taps</b>	0	0	0		\$0.00
<b>Sewer/Storm Taps</b>	0	0	0		\$0.00
<b>TOTAL Plumbing:</b>	<b>12</b>	<b>11</b>	<b>1</b>		<b>\$1,788.10</b>

**July Code Enforcement:**

Investigations: 102  
Citations: 009  
Warnings: 102

**July Inspections:**

Building: 51      Electrical: 18      Plumbing: 09      HVAC: 12  
Electrical Exams: 0

**FIRE DEPARTMENT REPORT for JUNE 2020.**

Type of Calls	June 2020	YTD
General Alarms	11	54
Paid Still Alarms	56	161
Still Alarms	14	29
<b>Total Calls in 2020</b>		<b>254</b>

**FIRE DEPARTMENT REPORT for JULY 2020**

Type of Calls	July 2020	YTD
General Alarms	8	62
Paid Still Alarms	21	182
Still Alarms	9	38
<b>Total Calls in 2020</b>		<b>292</b>

• **Workplace Safety Report for July 2020**

There were no workplace incidents to report in July. The following report was filed.

Department	Injuries this Month	Year to Date 2020	Total in 2019	Restricted Days 2020	Lost Workdays This Year (2020)	Restricted Days Last Year (2019)	Lost Workdays Last Year (2019)
Parks	0	1	0	0	0	0	0
Fire	0	0	1	0	0	0	0
Police	0	0	4	0	0	0	0
Street	0	0	1	0	0	0	0
Water & Sewer	0	1	5	31	11	0	0
Maint.	0	0	1	0	0	14	2
Other	0	0	1	0	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>2</b>	<b>13</b>	<b>31</b>	<b>11</b>	<b>14</b>	<b>2</b>

Effective January 1, 2002, OSHA changed the record keeping guidelines. The municipality now counts the number of days lost from the day after the injury until the employee returns to work. Weekend, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days.

**Unfinished Business and General Orders:**

1. **Proposed Ordinance No. 1719.1691-D:** An Ordinance to Amend Ordinance No. 1691 Fixing the Wage and Salary Rates of the Elected Officers, the Non-Elected Officers, and the Employees of the Town of Highland, Indiana Particularly Amending Pay Associated with the Assistant Inspector for Plumbing Position In The Building and Inspection Department and Making Related Amendments to the Chapter 15.20 of The Highland Municipal Code.

Councilor Herak introduced and moved consideration of Ordinance No. 1719.1691-D at the same meeting of introduction. Councilor Zemen seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of introduction.

Councilor Herak moved passage and adoption of Ordinance No. 1719.1691-D at the same meeting of introduction. Councilor Black seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of introduction.

**ORDINANCE No. 1719.1691-D  
of the  
TOWN of HIGHLAND, INDIANA**

**AN ORDINANCE to AMEND ORDINANCE No. 1691 FIXING THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY AMENDING PAY ASSOCIATED WITH THE ASSISTANT INSPECTOR FOR PLUMBING POSITION in the BUILDING AND INSPECTION DEPARTMENT and MAKING RELATED AMENDMENTS TO THE CHAPTER 15.20 of the HIGHLAND MUNICIPAL CODE**

**WHEREAS,** Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

**WHEREAS,** Section fifteen of that chapter specifically provides that a unit of government may fix the level of compensation of its officers and employees; and

**WHEREAS,** I.C. 36-5-3-2 further provides in pertinent part that the town legislative body shall provide reasonable compensation for the other town officers and employees;

**WHEREAS,** I.C. 36-5-3-2(b), still further provides that the Town Legislative body shall, by ordinance fix the compensation of its own members and the Town Clerk-Treasurer;

**WHEREAS,** I.C. 36-5-3-2(c) still further provides that the compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year;

**WHEREAS,** The Town Council of the Town of Highland, as the town legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2019 and thereafter as amended;

**WHEREAS,** The Town Council of the Town of Highland, as the town legislative body, has been advised that it is desirable to make certain amendments to align language in HMC Section 15.20.020(G) regarding compensation of the Assistant Inspector for Plumbing and Section 8(B)(4) of the Wage and Salary Ordinance; and,

**WHEREAS,** The Town Council of the Town of Highland, as the town legislative body, now desires to make certain amendments to align language in HMC Section 15.20.020(G) regarding compensation of the Assistant Inspector for Plumbing and Section 8(B)(4) of the Wage and Salary Ordinance for the year ensuing and thereafter,

**NOW, THEREFORE, BE IT HEREBY ORDAINED** by the Town Council of the Town of Highland, Lake County, Indiana, that the Wages, Salaries, and special detail levels of the Officers and Employees of the Town of Highland, are hereby established and fixed, pursuant to the provisions indicated herein and as follows:

**Section 1.** That Section 8 subdivision (B) (4) of Ordinance No. 1691 as amended be further amended by repealing it in its entirety and replacing with a successor subdivision, to be styled as Section 8 subdivision (B)(4) which shall read as follows:

**Section 8.** *Building and Inspection Department. That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its Building and Inspection Department as follows:*

(B) (4) Assistant Inspector for Plumbing (part-time)

~~\$17.00~~ For each one-unit plumbing examination proctored, **pay unit rate as fixed pursuant to as provided in § Section 15.20.020 (G)(1); and thus hereby amended.**

~~\$24.00~~ For each inspection performed **pay a rate as fixed pursuant to as described in Section 15.20.020 (G)(2) of the Highland Municipal Code; and thus hereby amended.**

**Section 2.** That Section 15.20.020 subdivision (G) be amended by repealing it in its entirety and replacing with a successor subdivision, to be styled as 15.20.020 subdivision (G), which shall read as follows:

(G) The assistant inspector for plumbing shall receive no annual salary but shall be compensated according to the following schedule:

**Fee and Payment Schedule  
(Effective March 1, 2019)**

- (1) For each one-unit plumbing examination proctored as provided in HMC 15.20.100: \$17.50.
- (2) For each inspection performed which includes the following:
  - (a) Rough inspection: \$24.75 each.
  - (b) Final inspection: \$24.75 each.
  - (c) Underground: \$24.75 each.
  - (d) Sewer tap inspection: \$24.75 each.
  - (e) Water tap inspection: \$24.75 each.
  - (f) Re-inspections in consequence of red tagging: \$24.75 each.

**Fee and Payment Schedule  
(Effective July 1, 2020)**

- (1) For each one-unit plumbing examination proctored as provided in HMC 15.20.100: \$18.00.
- (2) For each inspection performed which includes the following:
  - (a) Rough inspection: \$25.50 each.
  - (b) Final inspection: \$25.50 each.
  - (c) Underground: \$25.50 each.
  - (d) Sewer tap inspection: \$25.50 each.
  - (e) Water tap inspection: \$25.50 each.
  - (f) Re-inspections in consequence of red tagging: \$25.50 each.

**Section 3.** That Section 2.01 styled as Exempt Employees in the Compensation and Benefits Ordinance commonly called the municipal employee handbook, be further amended to read as follows:

**§ 2.01 Exempt Employees**

Exempt employees refers to workers who are exempt from certain provisions of the Fair Labor Standards Act pertaining to overtime. It also means that you are in a supervisory or professional position as further defined in 29 CFR 541.200 et seq., and not eligible for overtime payments for work in excess of 40 hours per week, except as provided by this handbook.

Exempt Salaried Positions

Director of Public Works	Operations Director
Water & Sewer Supervisor	Street Supervisor
Maintenance Supervisor	Facilities Supervisor
Building Commissioner/Chief Inspector	Deputy Clerk-Treasurer
Superintendent of Parks & Recreation	Park Director
Director of Recreation	Recreation Supervisor(s)
Metropolitan Police Division Commander(s)	Chief of Police
Metropolitan Police Ass't. Div. Commander(s)	Assistant Chief of Police
Metropolitan Police Administration Officer(s)	Fire Chief
Redevelopment Director	<del>Public Works Admin. Assistant</del>

**Section 4.** That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

**Section 5.** (A) That an emergency exists for the immediate taking effect of this

Ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and from after its passage and adoption, pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

(B) That all provisions related to the position of Assistant Inspector for Plumbing, this ordinance shall be effective retroactively from July 1, 2020;

(C) That the provisions defining the positions that shall be regarded as exempt from certain provisions of the Fair Labor Standards Act pertaining to overtime, this ordinance shall be effective from July 12, 2020.

(D) That the Clerk-Treasurer shall have authority to implement the provisions of this ordinance pursuant to the authority expressly set forth in IC 36-5-6-6 (a) (3) & (4).

Introduced and Filed on the 10<sup>th</sup> day of August 2020. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED and ADOPTED** this 10<sup>th</sup> Day of August 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/ Mark J. Schocke, President (IC 36-5-2-10)

*Attest:*

/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

- 2. Enactment No. 2020-40:** A Special Enactment to Lawfully Suspend A Provision of the Current Compensation and Benefits Ordinance Commonly Known as the Employee Handbook as Well As a Provision in the Wage and Salary Ordinance and Authorize the Promotion or Appointment of a Person to the Position of Acting Operations Director.

Councilor Herak introduced and moved consideration of Enactment No. 2020-40 at the same meeting of introduction. Councilor Sheeman seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of introduction.

Councilor Herak moved passage and adoption of Enactment No. 2020-40 at the same meeting of introduction. Councilor Sheeman seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of introduction.

**TOWN OF HIGHLAND  
ENACTMENT NO. 2020-40**

**A SPECIAL ENACTMENT TO LAWFULLY SUSPEND A PROVISION OF THE CURRENT COMPENSATION AND BENEFITS ORDINANCE COMMONLY KNOWN AS THE EMPLOYEE HANDBOOK AS WELL AS A PROVISION IN THE WAGE AND SALARY ORDINANCE AND AUTHORIZE THE PROMOTION OR APPOINTMENT OF A PERSON TO THE POSITION OF ACTING OPERATIONS DIRECTOR**

WHEREAS, The Town Council is the fiscal and legislative body of the Town of Highland, pursuant to IC 36-5 et sequitur;

WHEREAS, IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

WHEREAS, IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body; and

WHEREAS, IC 36-1-4, sections 14 and 15 provide in pertinent parts for the establishment of a system of employment for any class of employee and for fixing the level of compensation of its officers and employees; and

WHEREAS, IC 36-5, Chapters 3 and 4 provide additional authority and guidelines for fixing the level of compensation of officers and employees in towns; and

WHEREAS, The Town Council as the Legislative Body, did pass and adopt Ordinance No. 1691 an Ordinance to Establish the Wage and Salary Rates of the Elected Officers, the Non-elected Officers and the Employees of the Town of Highland, having amended it four times since its adoption; and

WHEREAS, Ordinance No. 1378, an Ordinance Establishing the Compensation and Benefits for the Employees of the Town of Highland amended multiple times since its adoption, commonly called the Municipal Employee Handbook, remains in full force and effect;

WHEREAS, The Public Works Director has communicated the desire to have someone perform the duties associated with his former position of Operations Director, as he acclimates and assumes the duties of public works director;

WHEREAS, The Town Council and the Clerk-Treasurer desire to review organization of the agency that delivers services associated with potable water, wastewater, stormwater, solid waste and road maintenance and preservation for optimization and current statutory requirements;

Whereas, The Town Council now desires to take the proper steps to authorize and approve an appropriate measure or measures sufficient to carry-out the foregoing,

**NOW, THEREFORE, BE IT HEREBY ENACTED** by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That the Town Council makes the following findings and determinations, pursuant to its authority under IC 36-1-4-15 to fix the level of compensation of its officers and employees, as well as the authority described in the preamble to this enactment:

(A) That the Highland Town Council now finds and determines that a reasonable time to review organization of the agency that delivers services associated with potable water, wastewater, stormwater, solid waste and road maintenance and preservation for optimization and current statutory requirements is desirable;

(B) That the Highland Town Council further finds and determines that The Public Works Director has communicated the desire to have someone perform the duties associated with his former position of Operations Director, as he acclimates and assumes the duties of public works director;

(C) That the Highland Town Council still further finds and determines that Section 4.11 of the Compensation and Benefits Ordinance states in pertinent part *"If a regular full time employee is assigned to temporarily replace another employee at a higher grade-level for an extended period of time, that employee will begin to receive a greater rate of pay after completing thirty (30) calendar days in that position. The actual rate will be subject to approval by the Town Council. All other benefits remain the same;*

(D) That the Highland Town Council still further finds and determines that Section 2(A) of Ordinance 1691 Fixing the Wages and Salaries of the Elected Officers, Appointed Officers and Employees expressly provides *"...all new employees will start at the identified starting wage or salary for their job position unless approved by the Town Council or authorized board of jurisdiction to do otherwise;"*

**Section 2.** That based upon the foregoing, the Town Council does hereby authorize and approve the following:

(A) That pursuant to its authority under IC 36-1-4-15 to fix the level of compensation of its officers and employees, as well as the authority described in the preamble to this enactment, the Public Works Director is hereby authorized:

- (1) to promote from within the current workforce to the position of *acting* Operations Director; or
- (2) to recommend to the Town Council, as the appointing authority, a person for hire to the position of *acting* Operations Director;

(B) That pursuant to its authority under IC 36-1-4-15 to fix the level of compensation of its officers and employees, as well as the authority described in the preamble to this enactment, the relevant provisions set forth in the Ordinance No. 1378 establishing the *Compensation and Benefits for the Employees of the Town of Highland* as amended, particularly outlined in Section 4.11 of that ordinance, shall be suspended only to the extent necessary to support the promotion of a person within the municipal workforce to the position named in this enactment;

(C) That pursuant to its authority under IC 36-1-4-15 to fix the level of compensation of its officers and employees, as well as the authority described in the preamble to this enactment, the relevant provisions set forth in the Ordinance No. 1691 establishing the *Wage and Salaries for the Elected Officers, Appointed Officers and Employees of the Town of Highland* as amended, particularly outlined in Section 2 (A) of that ordinance, shall be suspended only to the extent necessary to support the hiring of a person to the position named in this enactment;

(D) That pursuant to the foregoing, the person promoted or hired to the position named in this enactment shall be authorized to be paid at the rate currently fixed for the position of operations director, with a vehicle or without a vehicle, as may apply, while performing as *acting* operations director;

**Section 3.** That the adoption of this enactment shall in no way be construed as a precedent for the subject department or any other department of the municipality, nor shall it be construed as creating an entitlement for any other workers in any other department, but rather the provisions in this enactment are specific, unique and particularly conferred, and any provisions suspended in the Compensation and Benefits ordinance are only suspended for the specific purposes of this enactment and shall not extend beyond its particular authority;

**Section 4.** That authority under this enactment shall be seen as complementary to and not in derogation of the authority of the Clerk-Treasurer under IC 36-5-6-6;

Introduced and Filed on the 10<sup>th</sup> day of August 2020. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and a vote of 0 opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED and ADOPTED** this 10<sup>th</sup> day of August 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

/s/Mark J. Schocke, President (IC 36-5-2-10)

Attest:

/s/Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

3. **Works Board Order No. 2020-39:** A Joint Resolution of the Board of Works and the Water Works Board of Directors Approving and Authorizing Change Order No. 1 to the Construction Contract between the Highland Water Works Board of Directors and Grimmer Construction, Inc. for the Robertson Pl. & Rosewood Ct. Water Main Replacement & Street Improvement Project.

Councilor Herak moved the passage and adoption of Works Board Order No. 2020-39. Councilor Black seconded. Upon a roll call vote there were five affirmatives and no negatives. The motion passed. The order was adopted.

TOWN OF HIGHLAND  
BOARD OF WORKS  
ORDER OF THE WORKS BOARD NO. 2020-39

WATERWORKS DISTRICT OF HIGHLAND  
BOARD OF WATERWORKS DIRECTORS  
RESOLUTION NO. 2020-13

**A JOINT RESOLUTION OF THE BOARD OF WORKS AND THE WATER WORKS BOARD OF DIRECTORS APPROVING AND AUTHORIZING CHANGE ORDER NO. 1 TO THE CONSTRUCTION CONTRACT BETWEEN THE HIGHLAND WATER WORKS BOARD OF DIRECTORS AND GRIMMER CONSTRUCTION, INC. FOR THE ROBERTSON PL. & ROSEWOOD CT. WATER MAIN REPLACEMENT & STREET IMPROVEMENT PROJECT**

**Whereas,** The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined that a need exists to make certain public improvements and repairs to roadway infrastructure on Robertson Place (south of 81<sup>st</sup> Street) and Rosewood Ct. including the replacement of defective curb and sidewalk, pavement, and tree removal and replacement and have hereto approved a project to be described as the Robertson Pl. and Rosewood Ct. Water Main Replacement & Street Improvement Project (Project); and

**Whereas,** The Town of Highland has procured a Community Development Block Grant, from the U.S. Department of Housing and Urban Development through an application filing with the Lake County Community Development Department in the amount of \$102,130.00, which will offset the costs for the roadway improvements described herein; and

**Whereas,** The Waterworks District of Highland ( WW District) is governed by its Board of Waterworks Directors, pursuant to the provisions of IC 8-1.5-4 et seq.; and

**Whereas**, IC 8-1.5-4-4 specifically provides that the Board of Water Works Directors shall manage and control all works of the waterworks and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

**Whereas**, The WW District, through its Board of Directors, has determine the need to replace and upsize the existing water lines within the Project boundaries, as described herein, in order to improve water flow and water quality; has determined that it would be in the best interest of the utility to coordinate the work with the Project; and have agreed to fund its share of the construction costs and engineering services necessary to complete the work; and

**Whereas**, On May 28, 2020, the Waterworks District adopted Joint Resolution No. 2020-07 and on April 11, 2020, Town Council through its Board of Works, adopted Order of the Works Board 2020-28, awarding a Project to Grimmer Construction, Incorporated in the total amount of Five Hundred Thirty Thousand Five Hundred Thirty Dollars and 00/100 (\$530,530.00), to be the lowest responsive and responsible bid, of which Three Hundred Thirty-six Thousand One Hundred Three Dollars and 90/100 Cents (\$336,103.90) was for waterworks improvements; and

**Whereas**, During the course of construction of the Project, it has become necessary to change or alter the original specifications of the project and /or to increase or decrease the planned material quantities; and

**Whereas**, NIES Engineering, Inc., a licensed engineer performing construction engineering services on this project, has specifically identified and presented Change Order No. 1, attached herewith, which details the changes and alterations to the Project which have a net increase in the total contract amount of Twenty-one Thousand Five Hundred Eleven Dollars and 25/100 Cents (\$21,511.25); and

**Whereas**, The increase in cost, as determined by NIES, is allocated to the Board of Works in the amount of Thirteen Thousand Fifty-five Dollars and 00/100 Cents (\$13,055.00) and to the Water Works Board in the amount of Eight Thousand Four Hundred Fifty-six Dollars and 25/100 Cents (\$8,456.25); and

**Whereas**, The Town of Highland, through its Board of Works, now desires to approve and authorize the Change Order as described; and

**Whereas**, The Waterworks District of Highland, through its Board of Directors, now desires to approve and authorize the Change Order as describe; and

**Now Therefore Be it Resolved** by the Board of Directors of the Waterworks District of Highland, Lake County, Indiana, as follows:

**Section 1.** That the *First Addendum* to the Construction Contract with Grimmer Construction, Incorporated for the Robertson Pl. & Rosewood Ct. Water Main Replacement & Street Improvement Project, as prepared by NIES Engineering, Incorporated, a licensed engineer performing construction engineering services on this Project, is hereby determined to be directly related to the original project and is hereby approved, adopted, and ratified in each and every respect;

**Section 2.** That this addendum is hereby ordered to be known as **Change Order No. 1**, issued to increase net changes to the original agreement in the amount of Twenty-one Thousand, Five Hundred Eleven Dollars and 25/100 Cents (\$21,511.25), bringing the total value of the entire agreement with any and all change orders approved to date to Five Hundred Fifty-two Thousand, Forty-one Dollars and 25/100 (\$552,041.25) allocated as follows;

Board of Works	\$13,055.00
Water Works District	<u>\$8,456.25</u>
Total Change Order Amount	\$21,511.25

**Section 3.** That the total of all change orders issued that increases the scope of this Project may not exceed twenty percent (20%) of the amount of the original contract, that original being of Five Hundred Thirty Thousand, Five Hundred Thirty Dollars and 00/100 (\$530,530.00), pursuant to IC 36-1-12-18(d); and

**Section 4.** That the Public Works Director is hereby authorized to execute the necessary documents with his signature.

**Be it So Ordered.**

**Duly Adopted, Resolved and Ordered** by the Highland Town Council, Lake County, Indiana, this 10<sup>th</sup> day of August 2020. Having been passed by a vote of 5 in favor and 0 opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**

/s/ Mark J. Schocke, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO

Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

Board of Waterworks Directors Jurat

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 27<sup>th</sup> day of August 2020. Having been passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

HIGHLAND WATERWORKS  
BY ITS BOARD OF DIRECTORS:

\_\_\_\_\_  
George A. Smith, President

Attest:

\_\_\_\_\_  
Richard E. Volbrecht, Jr., Secretary

EXHIBIT:

Contract Number 20-522  
Change Order Number 1

CHANGE ORDER

Owner: Town of Highland Waterworks Board of Directors  
Project: Robertson Pl. & Rosewood Ct. Water Main Replacement & Street Improvement  
Owner's Name: Town of Highland Waterworks Board of Directors  
Owner's Address: 3333 Ridge Road, Highland, IN 46322  
Contractor: Grimmer Construction, Inc.  
Contractor's Address: 2619 Main Street, Highland, IN 46322

DESCRIPTION OF CHANGE:

1. Add replacement of 10 sanitary laterals crossing the water main trench along Robertson Place. The length of replacement pipe per lateral ranges from 14 to 17 feet (15 feet typical). This results in an increase to the contract price of \$8,156.25 (total amount apportioned to Waterworks Board).
2. Add 165 feet of storm sewer and two catch basins at the end of Rosewood Court, extending from an existing storm structure in the curb to the backyards of 8211/8212 Rosewood Court. This results in an increase to the contract price of \$13,055.00 (total amount apportioned to Works Board), of which \$3,915.00 is for work within the ROW and \$9,140.00 is for work outside the ROW.
  - a. For work within the ROW, the Works Board's portion is \$3,915.00.
  - b. For work outside the ROW, the Works Board's portion of \$9,140.00 would be funded by a cost share agreement between the Sanitary District and the affected residents. Sanitary District Resolution 2020-16 authorizes 50% of the cost (\$4,570.00) to be paid by the Sanitary District and 50% of the cost (\$4,570.00) to be paid by and divided equally between the two property owners.

REASON FOR CHANGE:

1. During the course of water main installation, each sanitary lateral along Robertson Place was found to be constructed of multiple materials. Within the trench, each lateral was clay pipe. However, towards the curb, the clay pipe was found loosely inserted into concrete pipe that was then connected to PVC pipe. In order to avoid potential damage to the laterals during curb replacement, each lateral was replaced with PVC pipe from the house-side of the trench to the existing PVC pipe past the curb.
2. During the course of concrete sidewalk and driveway apron removal, a 4-inch drain pipe was found partially embedded in the sidewalk and along the driveway apron at 8212 Rosewood Court. This pipe collected storm water from the rear yards (both gravity and pumped flow) and discharged over the driveway apron and through a slot in the curb. Since capping or removing the drain pipe would cause or exacerbate drainage issues at 8211 and 8212 Rosewood Court, it was determined in consultation with the impacted residents and Town staff that extending a storm pipe from the existing storm sewer in the street to the rear yards would best facilitate proper drainage and promote health and safety.

Contract Number 20-522  
 Change Order Number 1

ORIGINAL CONTRACT PRICE	\$	<u>530,530.00</u>
CURRENT CONTRACT PRICE ADJUSTED BY PREVIOUS CHANGE ORDER(S)	\$	<u>530,530.00</u>
NET INCREASE IN CONTRACT PRICE THIS CHANGE ORDER	\$	<u>21,511.25</u>
TOTAL ADJUSTED CONTRACT PRICE INCLUDING THIS CHANGE ORDER	\$	<u>552,041.25</u>

This change order extends the time to complete the work by 2 calendar days. The time for completion is revised to 117 consecutive calendar days, with the completion date now set as September 28, 2020.

This change order prepared by: NIES Engineering, Inc.

Derek H. Snyder IN 11100654 7/30/2020  
 Derek H. Snyder, P.E. (P.E. Number) Date

The undersigned agree to the terms of the change order.

Grimmer Construction, Inc.  
 (Name of Contractor)  
[Signature] 8-5-20  
 (Contractor's Authorized Representative) Date

\_\_\_\_\_  
 (Owner's Authorized Representative - Waterworks Board) Date

\_\_\_\_\_  
 (Owner's Authorized Representative - Board of Works) Date

X:\Projects\1916\HAWA\WATER\3020-522\F Change Order\2019\Letter CO 01.Doc


**GRIMMER CONSTRUCTION INC.** Est. 1983  
 2618 Main Street Highland, Indiana 46522 A Site/Chief General Contractor PH: 219.924.1823 FX: 219.854.0328  
[www.grimmerconstruction.com](http://www.grimmerconstruction.com)

July 23, 2020

NIES Engineering Inc.  
 2421 173<sup>rd</sup> Ave  
 Hammond, IN 46323

RE: 6" Lateral Replacements

Attention: Derek Snyder, P.E.

In regards to the requested SDR 35 lateral replacements for the Robertson PI Water Main project, see below for pricing and attached for final footing.

**CHANGE ORDER REQUEST**

SDR 35 Lateral Replacement - 153.75 L.F. @ \$58/L.F. = \$8,456.25

**Total** 58,456.25

Sincerely,  
 GRIMMER CONSTRUCTION, INC.  
[Signature]  
 Bruce Miles  
 Project Manager

Location	Lateral Length (Feet)
8105 Robertson	15.5
8111 Robertson	15
8115 Robertson	16
8119 Robertson	14
8123 Robertson	15
8127 Robertson	14
8131 Robertson	15
8133 Robertson	15
8137 Robertson	17.25
8139 Robertson	<u>17</u>
	153.75



2619 Main Street  
Highland, IN 46322  
(719) 924-1625  
www.grimmerconstruction.com

<b>To:</b> TOWN OF HIGHLAND	<b>Contact:</b>
<b>Address:</b> 3333 Ridge Road HIGHLAND, IN 46322	<b>Phone:</b>
	<b>Fax:</b>
<b>Project Name:</b> HIGHLAND -- ROBERTSON PL. WATER MAIN	<b>Bid Number:</b>
<b>Project Location:</b>	<b>Bid Date:</b> 7/8/2020

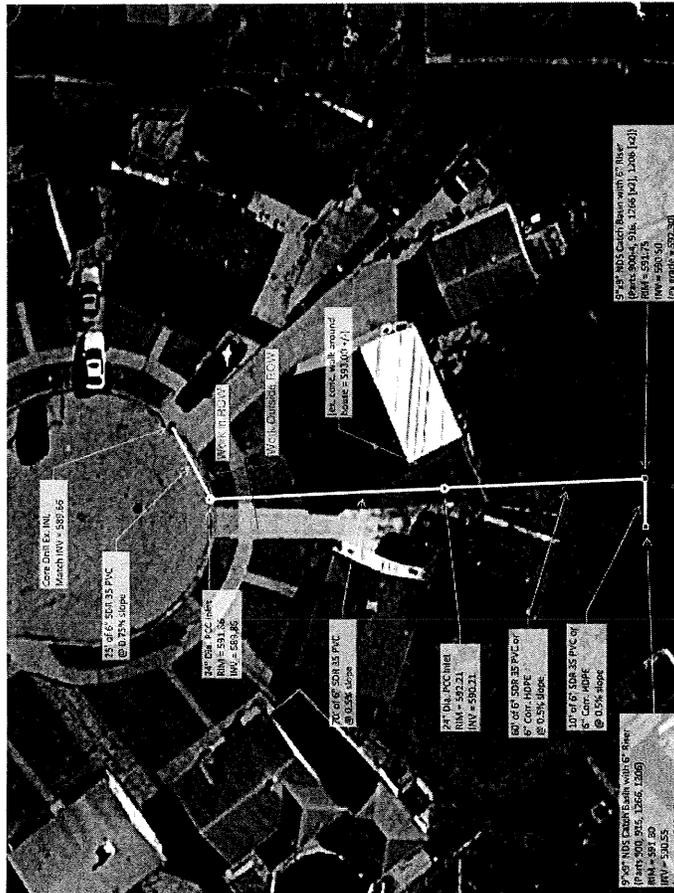
Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	6" SDR 35 PVC, INCLUDING MH CONNECTIONS	185.00	LF	\$55.00	\$9,075.00
2	STORM CATCH BASIN, 24" DIA. W/SUMP, INCLUDING CASTING	2.00	EACH	\$1,990.00	\$3,980.00
<b>Total Bid Price:</b>					<b>\$13,055.00</b>

- Notes:**
- GRASS RESTORATION IS NOT INCLUDED.
  - FENCE REMOVAL FOR EQUIPMENT ACCESS IS INCLUDED. FENCE REPLACEMENT IS NOT INCLUDED.

Work in ROW:  
\$1,990.00 - 1 Catch Basin  
~~\$1,925.00~~ - 35 LF pipe @ \$55/LF  
\$3,915.00 Total - Work's Board Portion

Work Outside ROW:  
\$1,990.00 - 1 Catch Basin  
\$7,150.00 - 130 LF pipe @ \$55/LF  
\$9,140.00 Total - 50/50 San. District / Residents

<p><b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p>	<p><b>CONFIRMED:</b> Grimmer Construction, Inc.</p> <p><b>Authorized Signature:</b> _____</p>
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4. **Colloquy and Discussion Regarding Instruction regarding the planned Special Event Scheduled September 26, 2020.** *Chapter 11.15 in the Highland Municipal Code establishes the Community Events Commission. HMC Section 11.15.030 sets forth the purposes of the commission. It has been determined desirable to receive advice regarding the status of the special event.*

The Town Council members, John Breslin, Liz Breslin, and Jacki Herrera of the Community Events Commission discussed the status of the fall event now slated for September 26, 2020.

The discussion included an exploration of the ability to enforce the social distancing requirements, the number of vendors and crafts persons committed, and the importance of including a special provision in vendor agreements to allow for unusual intervening events such as the current pandemic.

It was determined that the matter would be further considered at the study session of the Town Council of August 17.

5. **Works Board Order No. 2020-37:** An Order of the Works Board Accepting the Proposal of Mad Bomber Fire Works Productions for Professional Pyrotechnics and Fireworks Displays Services for the Town of Highland, Associated with September Special Event. *(The Town Council delayed this matter for future consideration at its meeting of July 27, 2020. Action on this matter will depend upon the instructions issued from the previous item)*

*Owing to the disposition of the colloquy, this matter was further delayed.*

**Remarks from the Town Council:**  
*(For the Good of the Order)*

**Councilor Bernie Zemen:** • *Fire Department, Liaison* • *Liaison to the Plan Commission*

Councilor Zemen acknowledged the Highland Fire Chief who discussed his actions related to incidents to which the Fire Department responded. The Fire Chief noted that he was busy conducting school inspections.

- **Councilor Mark Herak:** • *Budget and Finance Chair* • *Liaison to the Advisory Board of Zoning Appeals* • *Town Board of Metropolitan Police Commissioners, Liaison.*

Councilor Herak offered condolences to Councilor Black regarding the recent loss of his cousin.

Councilor Herak further noted that his brother Jeff Herak and the Clerk-Treasurer's wife, Christy, were also enjoying birthdays.

Councilor Herak acknowledged the Building Commissioner, who reported on matters pending before the Advisory Board of Zoning Appeals.

Councilor Herak acknowledged the Police Chief who offered a survey of police department matters. He was also asked to offer his impressions regarding whether the September 26 special events should take place. The Police Chief noted the difficulty in enforcing or managing social separation.

Councilor Herak acknowledged the Public Works Director, who reported on work of the department related to the immodest weather event that occurred in the town the day of the meeting. He was also asked to offer his impressions regarding whether the September 26 special events should take place. The Public Works Director noting the many difficulties presented, suggested that the event be canceled.

- **Councilor Tom Black:** *Liaison to the Board of Sanitary Commissioners* • *Liaison to the Board of Waterworks Directors.*

Councilor Black thanked Councilor Herak and all who offered condolences. Councilor Black commended the Community Events Commission for its recent execution of a community-wide yard sale event.

Councilor Black offered condolences to the Poplas family on the recent passing of Joseph Poplas.

- **Councilor Roger Sheeman:** *Chamber of Commerce Liaison* • *Liaison to the Community Events Commission* • *Information Technology Liaison* • *and Redevelopment Commission Liaison.*

Councilor Sheeman reported on the recent ground breaking event for the parking lot/depot redevelopment project located at the southwest corner of Highway Avenue and Kennedy Avenue.

Councilor Sheeman also commended the Community Events Commission for the recent community-wide yard sale event.

Councilor Sheeman acknowledged the Redevelopment Director who offered a survey of matters being done by the Redevelopment Department.

- **Councilor President Mark Schocke:** *Town Executive • Chair of the Board of Police Pension Trustees • Park and Recreation Liaison.*

The Town Council President acknowledged the Recreation Director who reported on parks and recreation programming and events. He noted that community concerts resumed.

Council President Schocke extended condolences to Councilor Black on his family's recent loss.

Council President Schocke announced the public hearing of the plan commission for Wednesday, June 15, 2020 at 7:00 p.m., regarding the petition for rezoning from the Russell Group for its senior housing development on a site north of Strack and Van Til, between Kleinman Road and Cline Avenue. The Town Council President noted that the meeting would be a hybrid, allowing for public comment in person and on line, owing to the COVID 19 Pandemic.

#### **Comments from Visitors or Residents: (Electronically)**

1. James Wieser, Schererville, attorney for SJ Highland, the developer seeking rezoning at the site north of Strack and Van Til, commonly known as the Scheeringa farm, between Kleinman and Cline Avenue, noted that the Highland Plan Commission voted at its meeting of July 15 to favorably recommend the rezoning of the subject property. Mr. Wieser further indicated that the governing law requires a certification to occur within 10 days following the determination of a recommendation. Mr. Wieser asked why the matter was not certified to the Town Council or on its agenda for the meeting now underway.

The Town Attorney indicated that he had prepared a letter that would be transmitted to Mr. Wieser the next day to respond to his question.

2. Larry Kondrat, Highland, commented on tax increment collection in the Commercial Corridor Redevelopment District's allocation area, opining on its production over time. He further expressed opposition to the proposed rezoning and the proposed redevelopment of senior housing. He further asked about the required protocol associated with what developers may seek versus what they provide.

**Payment of Accounts Payable Vouchers.** There being no further comments from the public, Councilor Zemen moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period July 28, 2020 through August 10, 2020 as well as to ratify the payroll docket for the payday July 17, 2020. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payroll dockets and other payments allowed in advance were ratified, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

#### **Vendors Accounts Payable Docket:**

**General Fund, \$723,863.95; Motor Vehicle Highway and Street (MVH) Fund, \$26,629.14; Local Road and Streets Fund, \$250,561.46; Law Enforcement Continuing Education and Training and Supply Fund, \$2,030.71; Flexible Spending Accounts Agency Fund, \$928.80; Insurance Premium Agency Fund, \$194,431.90; Information Communications Technology Fund, \$10,061.92; Police Pension Fund, \$69,229.50; Cumulative Capital Improvement Fund, \$91,000.00; Municipal Cumulative Capital Development Fund, \$82,309.80; Traffic Violations and Law Enforcement Agency Fund, \$2,500.00; Gaming Revenue Sharing Fund, \$2,664.82; Public Safety Local Income Tax**

**Fund**, \$21,950.40; Economic Development Local Income Tax Fund, \$250,000.00; **Total: \$1,728,162.40.**

**Payroll Docket for payday of July 17, 2020:**

**Council, Boards and Commissions**, \$0.00; **Office of Clerk-Treasurer**, \$17,063.71; **Building and Inspection Department**, \$8,610.31; **Metropolitan Police Department**, \$161,536.36; **Fire Department**, \$3,734.40; **Public Works Department (Agency)**, \$90,340.30 and **1925 Police Pension Plan Pension Fund**, \$0.00; **Total Payroll: \$281,285.08**

**Adjournment of Plenary Meeting.** Councilor Black moved that the plenary meeting electronically convened be adjourned. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives, and no negatives. The regular plenary meeting, convened electronically, of the Town Council for Monday, August 10, 2020 was adjourned at 8:34 O'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer

Approved by the Town Council at its meeting of \_\_\_\_\_, 2020.

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer

**TOWN OF HIGHLAND  
TOWN COUNCIL RESOLUTION No. 2020-41**

**A Resolution Approving an Interlocal Cooperation Agreement between the Incorporated Town of Highland and the School Town of Highland for the Utilization of School Resource Officer Program Services**

**WHEREAS**, Indiana Code 36-1-7-1, et seq., allows local government entities to make the most efficient use of the powers by enabling them to mutually utilize services for the mutual benefit of each other; and

**WHEREAS**, The Incorporated Town of Highland and the School Town of Highland, Lake County, Indiana are municipal corporations empowered by the aforesaid Interlocal Cooperation Act, as amended, with authority to contract with each other on a basis of mutual advantage so as to better provide public services and facilities at a shared cost; and

**WHEREAS**, The Incorporated Town of Highland and the School Town of Highland desire to enter into a joint agreement pursuant to IC 36-1-7-1, et seq., to provide for the ability and flexibility to obtain for the Highland Students certain gang resistance training, a heightened law enforcement presence in the local public schools as well as other related services for the mutual benefit of the participating entities, and at a shared cost,

**NOW, THEREFORE BE IT RESOLVED**, by the Town Council of the Town of Highland, Lake County as follows:

**Section 1.** That a joint agreement, a copy of which is attached and incorporated herein by reference, among and between the Incorporated Town of Highland and the School Town of Highland entered into by the Town of Highland by and through its Town Council, this **24<sup>th</sup> Day of August 2020** is hereby authorized and approved in each and every respect;

**Section 2.** That the purpose of this agreement is to authorize and allow the Town Council of the Town of Highland and the School Board of Trustees to act as a joint board of the two participating entities to mutually support and utilize certain specified services associated with the **School Resource Officer Program** for the mutual benefit of the participating entities at shared costs;

**Section 3.** That the Clerk-Treasurer of the Town of Highland is hereby authorized to execute the duties related to the payment, collection and accounting for all moneys of this joint undertaking, pursuant to the terms of this agreement, in a manner that is mutually acceptable with the duly constituted and acting business official of the School Town of Highland;

**Section 4.** That the governing boards of the participating entities may be convened as a joint board, or may act as a joint board at separate meetings of the respective governing bodies of the participating entities in which the entities concur;

**Section 5.** That the governing boards of the participating entities may create a committee comprised of representatives from both participating entities or may designate a single individual from each of the participating entities, which may perform such administrative ministerial duties as the joint board may direct and the agreement may provide;

**Section 6.** That the President of the Highland Town Council and the Clerk-Treasurer are hereby authorized to execute the joint Interlocal Governmental Agreement with their signatures and any additional documents in order to implement the agreement;

**Section 7.** That this agreement shall be effective as indicated in and pursuant to its provisions, after the agreement has been authorized and approved by each of the participating entities, evidenced by passage and adoption of a similar Resolution all pursuant to I.C. 36-1-7-2;

**Section 8.** That upon its approval, this agreement repeals the agreements governing the school resource officer program, the first adopted January 17, 1997 and its succeeding agreements;

**Section 9.** That before this agreement takes effect, it must be recorded with the Office of the Lake County Recorder. No later than sixty (60) days after it takes effect and is recorded, the agreement must be filed with the Office of the State Board of Accounts for audit purposes, all pursuant to I.C. 36-1-7-6.

**Duly Adopted** by the Town Council of the Town of Highland, Lake County, Indiana, this \_\_\_\_ day of \_\_\_\_\_ 2020. Having been passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

\_\_\_\_\_  
Mark J. Schocke, President (IC 36-5-2-10)

Attest:

\_\_\_\_\_  
Michael W.Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

## **INTERGOVERNMENTAL AGREEMENT**

This Interlocal Governmental Agreement made and entered into in accordance with I.C. 36-1-7 by and between the TOWN OF HIGHLAND (hereinafter called "Town") and the SCHOOL TOWN OF HIGHLAND (hereinafter called "School Town"), both municipal and corporations organized and operating under the laws of the State of Indiana.

### **WITNESSETH THAT:**

**WHEREAS**, The Town desires to provide a Town of Highland Police Officer to the School Town to serve in the capacity as School Resource Officer to instruct both the G.R.E.A.T. curriculum and the Officer Friendly program, and to perform other related duties.

### **THEREFORE, IT IS AGREED AS FOLLOWS:**

1. The Town agrees to provide to the School Town the service of one (1) Highland police officer to serve as a School Resource Officer. The purpose of the School Resource Officer will be to minimize the potential for hate crimes/bullying, alcohol and drug-related use, gang-related activities, and disruption and/or criminal behavior in and around schools, such as theft, vandalism, truancy, etc. in the most effective and efficient manner possible. Said officer, who shall remain an employee of the Town, shall provide services as presented in a School Resource Officer Job Description, a copy of which is on file with the Town and the School Town. Said job description may be amended from time to time by a written amendment to this Agreement signed by representatives of both parties.

2. In consideration of the same, the School Town agrees to pay for said services in accordance with the terms of this Agreement the amount of **\$79,953.36 for a period of 180 days** during the **2020-2021** school year. The basis for said compensation to the Town is presented as an exhibit to this agreement incorporated herein by reference. The School Town's compensation shall be paid in two (2) equal installments, as follows:

- (A) the first being due on or before December 31, 2020;
- (B) the second payment being due on or before June 30, 2021.

3. The Clerk-Treasurer of the Town shall be authorized to execute the duties of receiving payments from the School Town as described in paragraph two (2) and of disbursing and accounting for all such monies in a manner consistent with the terms of this Agreement.

4. The School Resource Officer will be assigned on a full-time basis to the School Town the equivalent of up to one hundred eighty (180) days during the school year. The School Town will only be financially responsible for the equivalent number of days actually worked by the School Resource Officer.

5. The School Resource Officer will wear clothing that will easily identify him or her as a police officer.

6. The School Resource Officer will not take personal time off when school is in session. If sick, he must notify the receptionist at the School Town Administration Center. A substitute may be assigned subject to mutual approval of the Police Chief and the School Superintendent.

7. Lunch must be eaten in a School Town cafeteria unless prior arrangements have been made with the Superintendent/designee.

8. The Town will assume all costs and responsibility of initial and ongoing training associated with the School Resource Officer position. Any vehicle or additional equipment or expenses necessary for the program shall be paid for by the Town.

9. The Town shall be responsible for selecting the police officer to serve as the School Resource Officer, subject to the consent and approval of the School Town. The School Town has final authority on the content of all instructional materials used by the School Resource Officer.

10. The administration of the terms of this Agreement shall supersede any previous Agreement and shall be accomplished through the Superintendent of the School Town or designee and the Chief of Police or designee.

11. Any other provision of this Agreement to the contrary notwithstanding this Agreement may be changed or modified only with the written consent of both parties.

12. All notices or communications provided herein shall be in writing and delivered either in person or via certified or registered United States mail, return receipt requested, and with the proper postage prepaid, addressed to the party for whom such notice or communication is intended.

13. Should any part, term, or provision of this Agreement be determined by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining portion or provisions shall not be affected thereby.

14. No failure or delay in performance of the executed service Agreement by either party shall be deemed to be a breach when such failure or delay is occasioned by or due to any Act of God, strike, lockout, war, riot, epidemic, explosion, sabotage, the binding order of any court or governmental authority, or any other cause, whether of the kind enumerated above or otherwise, not within the control of the party claiming suspension, actually provided that no cause or contingency shall relieve the School Town of its obligation to make payment for the services of the School Resource Officer programs actually provided by the Town.

15. This Interlocal Agreement may be executed in several counterparts, each of which when so executed shall be deemed to be an original, and such

counterparts, together, shall constitute but one and the same instrument, which shall be sufficiently evidenced by any such original counterpart.

16. Before this agreement takes effect, it must be recorded with the Office of the Lake County Recorder. No later than sixty (60) days after it takes effect and is recorded; the agreement must be filed with the Office of the State Board of Accounts for audit purposes, all pursuant to I. C.36-1-7-6.

**Participant Counterpart**

**EFFECTIVE DATE.** This agreement shall be effective after the same has been ratified by each of the participating entities by Ordinance or Resolution all pursuant to I.C.36-1-7-2.

**IN WITNESS WHEREOF,** the parties have caused this Interlocal Agreement to be executed in their names and on their behalf as of the date first written above.

**TOWN OF HIGHLAND, INDIANA**  
3333 Ridge Road, Highland, Indiana 46322

Through its Town Council

By: \_\_\_\_\_  
Mark J. Schocke, Town Council President

Attest:

\_\_\_\_\_  
Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer

Participant Execution Date: \_\_\_\_\_

Approved as to Legality and Form:

\_\_\_\_\_  
John P. Reed, Attorney

**Participant Counterpart**

**EFFECTIVE DATE.** This agreement shall be effective after the same has been ratified by each of the participating entities by Ordinance or Resolution all pursuant to I.C. 36-1-7-2.

**IN WITNESS WHEREOF, the** parties have caused this Interlocal Agreement to be executed in their names and on their behalf as of the date first written above.

**SCHOOL TOWN OF HIGHLAND, INDIANA**  
9145 Kennedy Avenue, Highland, Indiana 46322

Through its Board of Trustees

By: \_\_\_\_\_  
Luann Jurczak, President

Attest:

\_\_\_\_\_  
Carol Green-Fraley, Secretary

Participant Execution Date: \_\_\_\_\_

Approved as to Legality and Form:

\_\_\_\_\_  
Rhett L. Tauber, Attorney

**Assumed Cost for School Resource Officer  
2020-2021  
Exhibit**

<b>Salary</b>	<b>2020</b>	<b>2021</b>
Base Salary 1st Class Patrol Officer	\$65,846.79 •	\$63,408.02
Assigned officer's longevity	\$1,601.60	\$1,705.60 #
One Time Pay Premium		
	<b>67,448.39</b>	<b>65,113.62</b>
<b>Subtotal:</b>		
• 27 pay days in 2020		
<b>Benefits</b>		
Medical Insurance (Family coverage)	\$27,738.60	\$30,512.46 **
Employer Contribution to Health Savings Account	\$2,892.00	\$2,892.00
Dental Insurance	\$1,357.08	\$1,492.80 **
Life Insurance (.186 per \$1000 of gross payroll, up to \$50k)	\$111.60	\$122.76 **
Dependent life insurance coverage (\$1.50/mo)	\$18.00	\$18.00
Medicare	\$978.00	\$944.15
Employer Contribution to PERF	\$13,609.59 •	\$13,076.98
Workers Compensation Insurance (2.00/\$100 salary)	\$1,348.97	\$1,302.27
Law Enforcement Liability Insurance (no discrete premium)		
<b>Subtotal Benefits:</b>		
	<u><b>\$48,053.84</b></u>	<u><b>\$50,361.42</b></u>
<b>Grand Total:</b>		
	<u><u><b>\$115,502.23</b></u></u>	<u><u><b>\$115,475.04</b></u></u>

Instruction Days: 180  
School Year Days: 260

\*\* Assumes a 10% increase

	<b>2020</b>	<b>2021</b>
	<i>Daily rate based upon 260 days</i>	
	<b>\$ 444.24</b>	<b>\$ 444.13</b>
	First Semester	Second Semester

*School Compensation for 2020-2021 School Year:*

**FIRST SEMESTER:** 2020 Days Instruction in School = 87 based upon school calendar

<i>Daily rate: =(Total Salary for Year/260)</i>	\$ 444.24	Semester 1:	\$ 38,648.82
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**SECOND SEMESTER:** 2021 Days Students are in School = 93

<i>Daily rate: =(Total Salary for Year/260)</i>	\$ 444.13	Semester 2:	\$ 41,304.53
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\*\*\* PERF PUBLIC SAFETY Employer is 17.5%

the 1st Class Patrol Officer plus 20 years longevity

1st Installment Due by December 31, 2020:	<b>\$ 39,976.68</b>
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2nd Installment Due by June 30, 2021:	<b>\$ 39,976.68</b>
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**School Total:** **\$ 79,953.36**

**TOWN OF HIGHLAND  
APPROPRIATION TRANSFER RESOLUTION  
RESOLUTION NO. 2020-42**

**AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS in the PUBLIC SAFETY LOCAL INCOME TAX FUND as REQUESTED BY THE PROPER OFFICER AND FORWARDED to the TOWN COUNCIL for its ACTION PURSUANT TO I.C. 6-1.1-18-6.**

**WHEREAS,** It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions of the **Public Safety Local Income Tax Fund;**

**NOW, THEREFORE BE IT RESOLVED** by the Town Council of the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That for the expenses of said municipality, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

**Section 2.** That it has been shown that certain existing unobligated appropriations of the **Public Safety Local Income Tax Fund**, which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

**PUBLIC SAFETY LOCAL INCOME TAX FUND**

Reduce Account:		
249-0000-43046 TRAFFIC CONTROL DEVICE		<u>\$ 15,677.00</u>
<i>Total 400 Series Reductions:</i>		<b>\$ 15,677.00</b>
 Increase Account:		
249-0000-22004 POLICE EQUIPMENT		<u>\$ 15,677.00</u>
<i>Total 200 Series Increases:</i>		<b>\$ 15,677.00</b>
 <b>Total of Fund Decreases:</b>		<b>\$ 15,677.00</b>
<b>Total of Fund Increases:</b>		<b>\$ 15,677.00</b>

**DULY RESOLVED and ADOPTED** this 24<sup>th</sup> Day of August 2020 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

\_\_\_\_\_  
Mark J. Schocke, President (IC 36-5-2-10)

*Attest:*

\_\_\_\_\_  
Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**Town of Highland  
Board of Works  
Order of the Works Board 2020-40**

**An Order Approving and Authorizing the Metropolitan Police Chief to enter into a purchase agreement with Vigilant Solutions, LLC, through the State of California to purchase Intersection Hi-Def Video Camera system equipment and accessories, and finding it a Special Purchase pursuant to I.C. 5-22 and Section 3.05 of the Highland Municipal Code.**

**Whereas**, The Town of Highland Metropolitan Police Department, as part of its public duties, has a responsibility for patrol, public safety and protection of life and property throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department; and

**Whereas**, The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be below \$50,000.00 and an opportunity has arisen which enables the department to purchase additional Intersection Hi-Def Video Camera system equipment and accessories;

**Whereas**, the Metropolitan Police Chief has identified Vigilant Systems, LLC., through the State of California to be a desirable source vendor for the purchase of equipment and supplies at a price of \$25,160.00 for LPR camera system for Ramblewood and Indianapolis Blvd;

**Whereas**, The price for the purchase exceeds \$15,000.00 and, pursuant to Section 3.05.040 (E) as well as Section 3.05.050 (B)(2) of the Highland Municipal Code, such purchase requires the express approval of the purchasing agency;

**Whereas**, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(2) of the Highland Municipal Code serves as the purchasing agency for the Metropolitan Police Department;

**Whereas**, The Metropolitan Police Chief, pursuant to Section 3.05.050 (D)(2) of the Highland Municipal Code, serves as the Purchasing Agent for the Metropolitan Police Department;

**Whereas**, The Purchasing Agent, believes that this purchase qualifies as a special purchase to be made without soliciting bids or proposals because in this instance (1) the compatibility of equipment, accessories or replacement parts is a substantial consideration in this purchase and (2) only one source

meets the department's reasonable requirements, which is the source recommended for this purchase;

**Whereas**, The Purchasing Agent, for the rationale stated herein, elects to purchase without resort to soliciting quotes or bids pursuant to Section 3.05.065 (I) of the Highland Municipal Code;

**Whereas**, The purchase of the Intersection Hi-Def Video Camera system equipment and accessories will be supported by appropriations in the LOIT Fund; and,

**Whereas**, The Town Council now desires to approve and authorize the Police Chief to complete the purchase pursuant to the terms and stated herein,

**Now, Therefore Be It Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality:

**Section 1.** That the Works Board hereby authorizes and approves the purchase from Vigilant Solutions, LLC, 1152 Stealth Street, Livermore, CA, for the purchase of the Intersection Hi-Def Video Camera system equipment and accessories in the amount of **\$25,160.00** pursuant to IC 5-22 and Section 3.05.060 (G) (2) of the Highland Municipal Code;

**Section 2.** That the Works Board hereby finds and determines the following:

- (A) That Vigilant Solutions, LLC, 1152 Stealth Street, Livermore, CA is the sole source to meet the police departments reasonable requirements for this purchase; and,
- (B) That for this purchase, the compatibility of equipment, accessories or replacement parts is a substantial consideration; and,
- (C) That for the foregoing rationale, this purchase qualifies as a special purchase pursuant to IC 5-22-10 et seq. and HMC Section 3.05.065 (I);

**Section 3.** That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

**Be It So Ordered.**

**DULY, PASSED, ADOPTED AND ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 24<sup>th</sup> day of August 2020 having passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

**BOARD OF WORKS OF THE TOWN OF  
HIGHLAND, INDIANA**

---

Mark J. Schocke, President (IC 36-5-2-10)

**Attest:**

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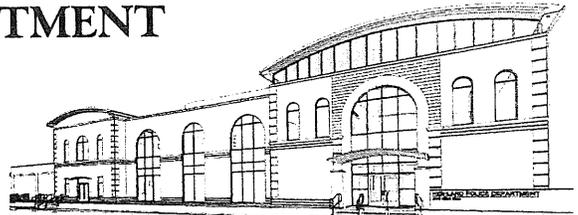
Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)



# HIGHLAND POLICE DEPARTMENT

3315 RIDGE ROAD  
HIGHLAND, IN 46322-2097  
(219) 838-3184

PETER T. HOJNICKI, CHIEF OF POLICE



August 4, 2020

Detective Lee Natelobrg

Ref: Niezgoda Investigation

Lee,

Like I tell everyone with whom I speak of about this case...what a GREAT idea YOU had and I wish I thought of it! I can't compliment you enough on thinking outside the box in reference to his homicide investigation. From day one the family assumed that due to the victims precarious lifestyle that he was murdered...and a wide array of suspects came to light as not one of the previous investigators assigned this case was able to see the forest through the trees.

Previous investigators, driven by the family's desire to "pursue the killer", supported by both the Coroner's and Fire Marshal's report, kept pushing us in one direction. It wasn't until you were assigned the case that you "felt" something wasn't right...whereas you stepped back and with an open mind took another look at the investigation.

Cops, good cops that is...never stop being the Police. As much as this may be a personal detriment to our overall health and social family life, the "job" and therefore the public reap its benefits. Earlier this year and on your own time, you had occasion to watch a "special" on homicides. At that time you learned of a "cold case" team consisting of many both active and retired professionals with fire, law enforcement and medical backgrounds whose only job is to investigate homicides.

With approval, you submitted the Niezgoda investigation to the Cold Case Team and over the course of the next several weeks corresponded with Investigators. Having reviewed the case and its evidence in its entirety, the team surmised, in part...that there was insufficient evidence to definitely prove the manner of death but that the most probable conclusion was that this was consistent with accidental death".

Subsequent correspondence with all investigative parties involved ultimately led to a meeting in mid-July whereas both the Highland Police and Fire Department, the Indiana State Fire Marshal's Office and the Lake County Coroner's Office in consideration of their own individual findings and input from the Cold Case Team, concluded that the case should be reclassified from homicide to accidental death.

We hope with this new finding that the family can finally have some rest as they have attempted to search for a suspect these last fifteen years.

Had it not been for your due diligence this case would have remained an unsolved homicide thus leaving the victims elderly parents, sibling, and now adult son left with emptiness in their hearts that someone purposely took his life. I hope this can bring closure.

Lee, for outstanding work on this investigation, the Highland Metropolitan Board of Police Commissioners commends you for a job well done!

Highland Board of Police Commissioners

Highland Town Council

\_\_\_\_\_  
\_\_\_\_\_  
*James J. Mize*  
*James J. Mize*  
\_\_\_\_\_  
\_\_\_\_\_  
*[Signature]*  
\_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_

**2.05.130 Meetings of the town council. Revised 7/19**

(A) The types of meetings that may be convened by the town council include regular plenary meetings, special meetings, executive sessions, adjourned meetings, and regular study sessions.

- (1) What constitutes a meeting shall be governed by IC [5-14-1.5-2](#) and this code.
- (2) Plenary meetings shall be convened based upon an established standing day and time, at which matters are brought before the town council either by its specific action or by an agenda assembled according this chapter, for its consideration and possible dispositive action. These meetings will be conducted with the customary formality associated with such meetings according to the prevailing law and the selected parliamentary authority. However, the town council may employ at the beginning of each meeting a review period to consider the agenda and discuss matters that are necessary or desirable. When doing so, the council may employ the same degree of informality and legislative conduct associated with study sessions. This review period ends when the town council calls the plenary meeting to regular order.
- (3) Study sessions shall be distinguished from plenary meetings as they shall be conducted with less formality and with no votes or final actions of a dispositive nature unless provided otherwise by proper notice, pursuant to IC [5-14-1.5](#) et seq.
- (4) Special meetings shall be convened at a different time and date from the regular plenary meetings or study sessions to consider and act upon only one or more items as set forth in the notice and call of the meeting.
- (5) An adjourned meeting is a meeting convened as a continuation of a meeting which preceded it and at which the items of business were not able to be completed. The adjourned meeting shall take up at the point where the previous meeting ended, addressing the business remaining from the prior meeting and be confined only to those matters, unless special notice is provided under IC [5-14-1.5](#) et seq.
- (6) An executive session is a meeting from which the public is barred from attending to record and observe and may only be convened according to the provisions and purposes set forth in IC [5-14-1.5-6.1](#).

(B) Except as otherwise provided herein, the town council shall hold regular plenary meetings on the second and fourth Monday of each month, which shall begin at 6:30 p.m.

(C) Except as otherwise provided herein, the town council shall hold study sessions on the first and third Monday of each month, which shall begin at 6:30 p.m.

(D) Town council plenary meetings or study sessions may be canceled by a majority vote of the town council or by direction of the town council president.

(E) Town council plenary meetings may be rescheduled by a two-thirds vote of the elected members of the town council.

(F) The town council shall have the authority to hold such other meetings, as described in this section as it may deem necessary or desirable provided such meetings be held pursuant to IC [5-14-1.5](#) et seq.

(G) The town council, when necessary or desirable, shall hold executive sessions pursuant to IC [5-14-1.5-6.1](#) and HMC [2.05.170](#) only for the purposes authorized therein.

(H) The town clerk-treasurer shall memorialize the proceedings of all meetings pursuant to IC [5-14-1.5](#) et seq., and HMC [2.05.100](#) and [2.10.030](#)(C)(9).

**Motion to Cancel the Standing Study Session of Monday, September 7, 2020.**

*I move that that the Town Council standing study session of Monday, September 07, 2020 be cancelled.  
Section 2.05.130 (D)*

**TOWN OF HIGHLAND  
NOTICE TO TAXPAYERS  
OF PROPOSED ADDITIONAL APPROPRIATIONS**

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, **convening electronically at 6:30 p.m.** on the **14 September 2020**, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

**PUBLIC SAFETY LOCAL INCOME TAX FUND**

**Increase:**

249-0000-43046 TRAFFIC CONTROL DEVICE	<u>\$ 15,677.00</u>
<i>Total 400 Series:</i>	<b>\$ 15,677.00</b>

**Total for Fund: \$15,677.00**

**Increase:**

091-0000-44308 Robertson Pl & Rosewood Project:	<u>\$ 3,915.00</u>
Total Series:	<b>\$ 3,915.00</b>

**Total for Fund: \$ 3,915.00**

Funds to support these additional appropriations in the **Public Safety LIT Fund** shall be from interest earnings, miscellaneous revenues, a distribution pursuant to IC 6-3.6 et seq., and unobligated fund balance on deposit to the credit of the Fund.

Funds to support these additional appropriations in the **Gaming Revenue Sharing Fund** shall be from interest earnings, miscellaneous revenues, a distribution pursuant to IC 4-33-12.5 et seq., and unobligated fund balance on deposit to the credit of the Fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers are encouraged to access the meeting through the Zoom meeting platform. Taxpayers and persons interested in offering comment on the proposed additional appropriations should contact the Office of Clerk-Treasurer at (219) 838-1080 to obtain added details on accessing the meeting via Zoom, or please provide your electronic mail address to receive the link and added access to the public hearing and the meeting. A written comment may also be provided by mailing or dropping off at the Office of the Clerk-Treasurer, 3333 Ridge Road, Highland, Indiana 46322. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its information and file.

**TOWN COUNCIL of HIGHLAND  
Mark Schocke, President**

**By: Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer**

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

TOWN OF HIGHLAND, INDIANA

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC-5-11-10-1.6

DATED THIS 21<sup>st</sup> DAY OF August, 2020 M. Sheeman  
FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 5 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 250,184.23.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

TOWN COUNCIL

MARK A. HERAK

ROGER SHEEMAN

BERNIE ZEMEN

MARK SCHOCKE

TOM BLACK

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 EXP CHECK RUN DATES 08/12/2020 - 08/25/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

08/19/2020 02:55 PM  
 User: DMJ  
 DB: Highland

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0000	GEN FUND TRANSFERS GROSS	87930	PAYROLL ACCOUNT	8/14 PRL D/S TRANSFER GENERAL	169,904.86	44432
001-0000-45200			Total For Dept 0000		169,904.86	
Dept 0001 TOWN COUNCIL						
001-0001-33001	ADDITIONAL APPROPRIATIONS #48 87981		THE TIMES	ADDITIONAL APPROPRIATIONS-7/30/20	64.10	
001-0001-39004	INSERTING GAZEBO INTO BILLS 88120		LITHOGRAPHIC COMMUNICATIONS	AUG 2020 GAZEBO EXPRESS INSERT-87	685.35	
001-0001-39004	GAZEBO EXPRESS AUG 2020 87984		THE IDEA FACTORY, INC	GAZEBO EXPRESS AUG/WBSITE UPDATE	2,038.55	
001-0001-39044	NHM 1 OF 4 CANCER PRESENTATIO 87922		COMMUNITY FOUNDATION OF NWI	WELLNESS JUNE - NHM 1 OF 4 CANCER	150.00	44426
001-0001-39044	(13) 3 LEAD EKG SCREENINGS AU 88171		COMMUNITY FOUNDATION OF NWI	WELLNESS AUGUST 2020	377.00	44441
001-0001-39044			Total For Dept 0001 TOWN COUNCIL		3,315.00	
Dept 0002 BOARD OF ZONING APPEALS						
001-0002-31001	BZA - REED INV 37672	88117	ABRAHAMSON, REED & BILSE	BZA - REED INV 37672	456.00	
			Total For Dept 0002 BOARD OF ZONING APPEALS		456.00	
Dept 0003 VIPS						
001-0003-39007	VIPS CAR WASHES FOR JULY 88147		EASY CLEAN CAR WASH, INC	D/S VIPS CAR WASHES FOR JULY	12.00	
			Total For Dept 0003 VIPS		12.00	
Dept 0004 CLERK-TREASURER						
001-0004-20003	D/S LABEL MAKER TAPE-CLR 87987		PULSE TECHNOLOGY OF INDIANA	D/S LABEL MAKER TAPE-CLEAR	49.20	
001-0004-31001	REVIEW OF IRA ROLLOVER TO 457 87985		LARRY GRUDZIEN ATTORNEY AT	REVIEW OF IRA ROLLOVER TO 457B PL	138.00	
			Total For Dept 0004 CLERK-TREASURER		187.20	
Dept 0006 BUILDING & INSPECTION						
001-0006-31004	CODE ENFORCEMENT WORKSHOP CON 88115		ILMCT	CODE ENFORCEMENT WORKSHOP CONTINU	100.00	
001-0006-34001	KEYSTONE BOND #999012640 FOR 87918		KEYSTONE BONDING&SURETY AGE	KEYSTONE BOND #999012640 FOR DOUG	100.00	
001-0006-39001	ICC DUES 5-20 - 5-21 INV 3272 88114		INTERNATIONAL CODE COUNCIL	ICC DUES 5-20 - 5-21 INV 3272208	135.00	
			Total For Dept 0006 BUILDING & INSPECTION		335.00	44425
Dept 0007 FIRE DEPARTMENT						
001-0007-20003	INVOICE # 476236498001 88131		OFFICE DEPOT, INC	OFFICE SUPPLIES	39.69	
001-0007-23006	BOOM 5 X 10 OIL ONLY 4/BALE 88136		ENVIRONMENTAL SAFETY PRODU	OIL ABSORBENT PADS & BOOMS	293.15	
001-0007-32005	STATIONS SECURITY SYSTEM 88133		PHIL & SON, INC	STATIONS SECURITY	145.60	
001-0007-35005	HYDRANT - CENTRAL STATION 88128		TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	108.99	
001-0007-35007	HYDRANT - SOUTH STATION 88129		TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	100.94	
001-0007-35007	STORM - CENTRAL STATION 88128		TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	73.34	
001-0007-35007	STORM - SOUTH STATION 88129		TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	57.54	
001-0007-35007	FUEL TANK REPAIRS 5119 88130		FIRE SERVICE, INC.	FUEL TANK REPAIRS 5119	3,119.98	
001-0007-39007	AIR QUALITY TESTS 88134		CHUCK'S COMPRESSORS INC	COMPRESSED AIR QUALITY TESTS	1,342.80	
			Total For Dept 0007 FIRE DEPARTMENT		5,282.03	
Dept 0008 PLAN COMMISSION						
001-0008-31001	PLAN COMM INV 37676 88118		ABRAHAMSON, REED & BILSE	PLAN COMM INV 37676	494.00	
001-0008-31002	NIES PLAN COMM 7-24 - 7-31 50 88116		NIES ENGINEERING, INC.	NIES PLAN COMM 7-24 - 7-31 507120	4,554.50	
			Total For Dept 0008 PLAN COMMISSION		5,048.50	
Dept 0009 POLICE DEPARTMENT						
001-0009-21001	1100.6 GAL OF GAS 88155		WARREN OIL COMPANY	1100.6 GAL OF GAS DELV OM 8/11	2,043.49	
001-0009-21001	1175.6 GAL OF GAS 88156		WARREN OIL COMPANY	1175.6 GAL OF GAS DELV ON 7/31	2,193.80	
001-0009-21004	CLEANING SUPPLIES 88145		ABLE PAPER & JANITORIAL	CLEANING SUPPLIES	207.58	
001-0009-22004	HOSE HEATER PARTS 88151		THOMAS DODGE CHRYSLER JEEP,	HOSE HEATER SUPPLY FOR CAR 211	112.50	
001-0009-32003	IDACS NETWORK ACCESS FOR JULY 88149		INDIANA OFFICE OF TECHNOLOG	IDACS NETWORK ACCESS FOR JULY	118.41	

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INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 EXP CHECK RUN DATES 08/12/2020 - 08/25/2020  
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 User: DMJ  
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Amount Check #

Vendor Invoice Description

Ref #

Invoice Line Desc

Fund Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0009 POLICE DEPARTMENT						
001-0009-32004	CID INTERNET SEARCHES FOR JUL	88152	TLO, LLC	CID INTERNET SEARCHES FOR JULY	50.00	
001-0009-35001	LPR CAMERA 2000 RIDGE RD REAR	88150	NORTHERN IN PUBLIC SERVICE	LPR CAMERA ON 2000 RIDGE RD READ	31.78	
001-0009-35005	WATER SERVICE TO 3315 RIDGE 6	88153	TOWN OF HIGHLAND UTILITIES	WATER SERVICE TO 3315 RIDGE 6/18-	519.80	
001-0009-38006	MAT CHANGE AT PD ON 8/11	88146	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 8/11	36.66	
001-0009-38006	LEARN INVESTIGATIVE DATA PLAT	88154	VIGILANT SOLUTIONS	LEARN INVESTIGATE DATA PLATFORM R	7,560.00	
			Total For Dept 0009 POLICE DEPARTMENT		12,874.02	
Dept 0011 SERVICES & WORKS						
001-0011-32008	ACCT. SERVICE FEES	87923	INVOICE CLOUD, INC	JULY ACCOUNT SERVICE FEES 2020	214.50	999366
001-0011-34005	ACC-HLTH-COMML	87980	BROWN INSURANCE GROUP	PRCO-92249-IN10279 8/9/20-8/9/23	6,439.00	
001-0011-38005	D/S CT FOR BANK RECS	88142	BAKER TILLY MUNICIPAL ADVIS	D/S CT BANK RECONCILIATION	2,893.13	
001-0011-38005	D/S CT FOR BANK RECS	88143	BAKER TILLY MUNICIPAL ADVIS	D/S CT BANK RECONCILIATION	427.11	
001-0011-39016	SR TAXI SUBSID 7/1/2020	87982	TRIPLE A EXPRESS	SR TAXI SUBSID 7/1/2020	10.00	
			Total For Dept 0011 SERVICES & WORKS		9,983.74	
			Total For Fund 001 GENERAL		207,398.35	
Fund 002 MVH						
Dept 0000						
002-0000-45200	MVH TRANSFERS GROSS	87931	PAYROLL ACCOUNT	8/14 PRL D/S TRANSFER MVH	3,927.38	44433
			Total For Dept 0000		3,927.38	
			Total For Fund 002 MVH		3,927.38	
Fund 004 LR&S						
Dept 0000						
004-0000-45200	LR&S TRANSFERS GROSS	87932	PAYROLL ACCOUNT	8/14PRL D/S TRANSFER LR&S	11,185.73	44434
			Total For Dept 0000		11,185.73	
			Total For Fund 004 LR&S		11,185.73	
Fund 018 LAW ENFORCE CON'T ED						
Dept 0000						
018-0000-20003	ANIMAL POUND SUPPLIES-FOOD	88161	MENARDS CORP - SCHERERVILLE	ANIMAL POUND SUPPLIES	35.96	
018-0000-20003	100 REORDER OF SHOULDER PATCH	88162	STAR UNIFORM	REORDER OF SHOULDER PATCHES	365.00	
018-0000-23004	NEW TRAFFIC SIGNS	88159	HALL SIGNS, INC	9 NEW TRAFFIC SIGNS	191.90	
018-0000-23006	SERVICE CALL/LABOR CAMERA ISS	88163	TRI-ELECTRONICS, INC	SERVICE CALL AND LABOR FOR CAMERA	168.50	
018-0000-23006	ANNUAL VIRUS/FILTER FOR INTER	88164	VERTICAL INTEGRATED APPLICA	ANNUAL VIRUS AND FILTER FOR INTER	605.00	
018-0000-31004	2 REGS FEE FOR DRONE PROGRAM	88158	DOLAN CONSULTING GROUP LLC	REGS FEE FOR DRONE PROGRAM	145.00	
018-0000-31004	GAS	88160	JAMES J MULLINS III (R)	REIMBURSE GAS MEAL LODGING FOR TR	116.71	
018-0000-31004	INV28387L RAVE ACCD CARDS	88157	BAXTER PRINTING INC	JUNK VEH STICKERS AND RAVE ACCD C	405.00	
018-0000-39005	PD CAR WASHES FOR JULY	88148	EASY CLEAN CAR WASH, INC	D/S PD CAR WASHES FOR JULY	186.00	
			Total For Dept 0000		2,219.07	
			Total For Fund 018 LAW ENFORCE CON'T ED		2,219.07	
Fund 020 HAZ MAT RESPONSE						
Dept 0000						
020-0000-24200	MSA SCBA TO TRUCK ADAPTER	88132	5 ALARM FIRE & SAFETY EQPT, MSA	G6 FACE CARTRIDGES	300.00	
020-0000-24200	TYVEK HAZ MAT SUITS	88135	ENVIRONMENTAL SAFETY PRODUC	HAZ MAT SUITS	1,103.13	
020-0000-24200	SANITIZER, HAND 32 OZ 12/CASE	88137	ENVIRONMENTAL SAFETY PRODUC	HAND SANITIZER	224.00	
			Total For Dept 0000		1,627.13	

1.9 20

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
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BOTH OPEN AND PAID

Check #

Amount

Invoice Description

Vendor

Ref #

Invoice Line Desc

GL Number

1,627.13

Total For Fund 020 HAZ MAT RESPONSE

Fund 020 HAZ MAT RESPONSE

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 030 ICT FUND						
Dept 0000						
030-0000-32003	219 R10 2255 255 7 6/1-6/31	87924	AT&T	219 R10 2255 255 7 8/1-8/31/2020	572.51	44427
030-0000-32003	ELEVATOR PHONE--78/1-8/31/202	87925	AT&T	219923-2320 260 1 ELEVATOR PHONE	182.81	44428
030-0000-32003	PHONE/INTERNET FD CENTRAL	87926	COMCAST CABLE	FD CENTRAL/2901 HIGHWAY-PHONE/INT	263.56	44429
030-0000-32003	PW/B&I/PARK/FD WIRELESS 78032	87928	VERIZON WIRELESS	PW/B&I/PARK/FD WIRELESS 780324475	1,088.37	44430
030-0000-32003	FD SOUTH 2647 45TH ST	88167	COMCAST CABLE	FD S STATION PHONE/INTERNET SVC 1	130.86	44438
030-0000-32003	PW INTNET # 8771400250212877	88168	COMCAST CABLE	8771400250212877 PW 8001 KENNEDY	325.98	44439
030-0000-32003	MEADOWS PKINTERNET ACT 877140	88169	COMCAST CABLE	MEADOWS PK MO INTERNET 8/12-9/11/	130.43	44440
030-0000-32003	MONTHLY TELEPHONE FEE- PD/AUG	87983	PHIL & SON, INC	MONTHLY TELEPHONE FEE- PD AUG 1 2	855.40	
030-0000-33811	BRIVO CLOUD HOSTED MONTHLY SI	88121	THE IDEA FACTORY, INC	BRIVO CLOUD HOSTED MONTHLY SITE/A	100.95	
030-0000-38006	WEB SECURITY MONTHLY	87984	THE IDEA FACTORY, INC	GAZEBO EXPRESS AUG/WEBSITE UPDATE	649.99	
030-0000-39007	HRBRID PLAN COMMISSION MEETIN	88119	SOUNDS COOL LIVE AUDIO LLC	HRBRID PLAN COMMISSION MEETING AT	800.00	
030-0000-39024	WEB UPDATE WEEKLY	87984	THE IDEA FACTORY, INC	GAZEBO EXPRESS AUG/WEBSITE UPDATE	525.32	
	Total For Dept 0000				5,626.18	
	Total For Fund 030 ICT FUND				5,626.18	
Fund 033 DONATION						
Dept 0009 POLICE DEPARTMENT						
033-0009-00200	INDIANA GROCERY GROUP, LLC	88165	INDIANA GROCERY GROUP, LLC	SUPPLIES FOR MAIN SQ PROTEST AUG	166.43	
	Total For Dept 0009 POLICE DEPARTMENT				166.43	
	Total For Fund 033 DONATION				166.43	
Fund 036 SPECIAL EVENTS						
Dept 0000						
036-0000-20003	CCE-2 RECEIPT PADS	88122	STAPLES, INC.	CCE-2 RECEIPT PADS	26.88	44435
036-0000-39001	ENTERTAINMENT/AMUSEMENT PERMI	87991	DEPT OF HOMELAND SECURITIES	AMUSEMENT ENTERTAINMENT PERMIT FA	168.00	
	Total For Dept 0000				194.88	
	Total For Fund 036 SPECIAL EVENTS				194.88	
Fund 050 POLICE PENSION						
Dept 0000						
050-0000-20001	LAW BOOK	88170	MATTHEW BENDER & CO, IN	LAW BOOK	93.08	
	Total For Dept 0000				93.08	
	Total For Fund 050 POLICE PENSION				93.08	
Fund 085 TRAFFIC VIOLATIONS						
Dept 0001 TOWN COUNCIL						
085-0001-00400	CASH BOND FEES	87929	LAKE COUNTY CLERK	CASH BOND FEES	5,250.00	44431
085-0001-00400	CASH BOND FEES	88166	LAKE COUNTY CLERK	CASH BOND FEES	2,500.00	44437
	Total For Dept 0001 TOWN COUNCIL				7,750.00	
	Total For Fund 085 TRAFFIC VIOLATIONS				7,750.00	
Fund 249 PUBLIC SAFETY INCOME TAX FUND						
Dept 0000						
249-0000-29000	DISINFECTANT WIPES	88123	AJAX SANITARY SUPPLY CO, IN	FIRE DEPT-WIPES, PLASTIC PAILS, SPO	649.40	
249-0000-29000	CLEANING AFTER VOTING	87988	AMERICLEAN, INC	CLEANING AFTER VOTING	360.00	
249-0000-29000	COVID-MICROPORUS SUITS-XXL	87989	ENVIRONMENTAL SAFETY PRODUC	COVID-MICROPORUS SUITS-XXL	847.68	

DMJ  
 BHP

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 EXP CHECK RUN DATES 08/12/2020 - 08/25/2020  
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08/19/2020 02:55 PM  
 User: DMJ  
 DB: Highland

GL Number Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 249 PUBLIC SAFETY INCOME TAX FUND						
Dept 0000					894.44	
249-0000-29000	FD-MICROPORUS SUITS 3X	88124	ENVIRONMENTAL SAFETY PRODUC	FD-MICROPORUS SUITS-3X AND XXL	1,440.00	
249-0000-29000	COVID-20 NON CONTACT THERMS-F	87986	PC-PLUS! LLC	COVID-20 NON CONTACT THERMOMETERS	1,263.35	
249-0000-29000	FD-NITRILE GLOVES 50-BX/10 BX	88125	PUBLIC SAFETY CENTER, INC	FD-NITRILE GLOVES- 50-BX/10 BX/CS	3,518.07	
249-0000-29000	BLUE FACE MASKS	88126	PUBLIC SAFETY CENTER, INC	FD-BLUE FACE MASKS/SPLASH GOGGLES	1,023.06	
249-0000-29000	BLUE FACE MASKS	88127	PUBLIC SAFETY CENTER, INC	COVID-FIRE DEPT-BLUE FACE MASKS	9,996.00	
Total For Dept 0000					9,996.00	
Total For Fund 249 PUBLIC SAFETY INCOME TAX FUND					9,996.00	

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INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 EXP CHECK RUN DATES 08/12/2020 - 08/25/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED

08/19/2020 02:55 PM  
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GL Number Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

Fund Totals:

Fund 001	GENERAL			207,398.35	
Fund 002	MVH			3,927.38	
Fund 004	LR&S			11,185.73	
Fund 018	LAW ENFORCE CON'T ED			2,219.07	
Fund 020	HAZ MAT RESPONSE			1,627.13	
Fund 030	ICT FUND			5,626.18	
Fund 033	DONATION			166.43	
Fund 036	SPECIAL EVENTS			194.88	
Fund 050	POLICE PENSION			93.08	
Fund 085	TRAFFIC VIOLATIONS			7,750.00	
Fund 249	PUBLIC SAFETY INCOME TAX			9,996.00	
				<u>250,184.23</u>	

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

TOWN OF HIGHLAND, INDIANA

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC-5-11-10-1.6

DATED THIS 21<sup>st</sup> DAY OF August, 2020 Meinhard Jiri  
FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 2 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 250,000.00.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

TOWN COUNCIL

\_\_\_\_\_  
MARK A. HERAK \_\_\_\_\_ ROGER SHEEMAN

\_\_\_\_\_  
BERNIE ZEMEN \_\_\_\_\_ MARK SCHOCKE

\_\_\_\_\_  
TOM BLACK

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
EXP CHECK RUN DATES 07/29/2020 - 07/29/2020  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
VENDOR CODE: 5283

08/03/2020 08:54 AM  
User: DMJ  
DB: Highland

GL Number      Invoice Line Desc      Ref #      Vendor      Invoice Description      Amount      Check #

Fund 250 CREDIT ECON. DEV. INCOME TAX FUND						
Dept 0000						
250-0000-39999	RESOLUTION 2020-24	87783	COMMUNITY CROSSINGS GRANT F RESOLUTION 2020-24		250,000.00	44355
			Total For Dept 0000		<u>250,000.00</u>	
			Total For Fund 250 CREDIT ECON. DEV. INCOME TAX FUND		<u>250,000.00</u>	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
EXP CHECK RUN DATES 07/29/2020 - 07/29/2020  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
VENDOR CODE: 5283

GL Number      Invoice Line Desc      Ref #      Vendor      Invoice Description      Amount      Check #

Fund Totals:      Fund 250 CREDIT ECON. DEV. INCOME      250,000.00  
250,000.00

**Payroll Docket**

\$ 333,864.49

\$ 333,864.49

Delta

\$ -

**Council, Boards and Commissions**

\$ 8,492.81

**Office of Clerk-Treasurer**

\$ 17,182.12

Regular Staff \$ 17,182.12

Field Service Rep \$ -

**Building & Inspection**

\$ 8,979.76

**Metropolitan Police**

\$ 113,297.54

Crossing \$ -

Full-Time Police \$ 91,706.31

Full-Time Non-sworn \$ 21,591.23

**Public Works Department**

\$ 71,931.85

**Fire Department**

\$ 44,858.56

Component One \$ 3,688.42

Component Two \$ 41,170.14

**Police 1925 Pensions**

\$ 69,121.85

Payday: **31-Jul-2020**

**Payroll Docket**

			Delta		
\$	220,463.95	\$	220,463.95	\$	-
<b>Council, Boards and Commissions</b>		\$	-		
<b>Office of Clerk-Treasurer</b>		\$	17,051.84		
Regular Staff	\$ 17,051.84				
Field Service Rep	\$ -				
<b>Building &amp; Inspection</b>		\$	8,806.51		
<b>Metropolitan Police</b>		\$	127,576.37		
Crossing	\$ -				
Full-Time Police	\$ 106,302.43				
Full-Time Non-sworn	\$ 21,273.94				
<b>Public Works Department</b>		\$	63,688.03		
<b>Fire Department</b>		\$	3,341.20		
Component One	\$ 3,341.20				
Component Two	\$ -				
<b>Police 1925 Pensions</b>		\$	-		

**Payday: 14-Aug-2020**